

Facilitators Chat Sheet

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<http://www.azdot.gov/ccpartnerships/Partnering>

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PEP Reports

Vendor Numbers

Great news! More and more Contractors are registering in PEP. We want to avoid any confusion and/or frustration during their first experience with PEP. There has been some confusion when they are asked for their vendor number when completing the online registration. Page 7 in the Contractors Users Guide explains how to obtain their vendor number if they do not know what it is. Following is the link from the Partnering Website for the Construction Contractors Users Guide. Please make sure you are sharing the Partnering Website address in your Workshops and informing the Partnership that Users Guides are available to view and/or print.

http://www.azdot.gov/ccpartnerships/partnering/PDF/PEP/Const_Contractors_Users_Guide.pdf

Goals and Sub-Goals

Champions are responsible for entering their team Goals and Sub-Goals into PEP. Even if the team decides not to enter their evaluations online (which we encourage all teams to do)!

As the Facilitator, when you go into PEP to see how the team is doing, running reports, etc., you should be verifying that any additional goals and all sub-goals for the team have been entered. When describing the role of the Champion this task should not be overlooked.

PEP Database

Based on feedback, from our stakeholders, there have been many enhancements made to the PEP database. Once testing is completed, you will be receiving a listing of all the improvements and changes made. Please continue to encourage Partnership members to share their experience in using PEP and make recommendations.

User Guides and Training



Because of the number of enhancements to PEP, user guides will be updated and posted on the Partnering website.

In the past, we have used the “live” database to show people how to use PEP. You can imagine how dangerous this can be. Our programmers have created a training database and courseware/training material is being developed along with a more formal training class. Until that time, please continue to encourage team members to use the online user guides.

For more information or a training class, contact Cynthia Douglas at 602-712-7167.

Workshop Reminders

Please remember to have a Purchase Order (PO) prior to performing any work for the Partnering Office. If you submit a Notification of Facilitator Services (NFS), but do not receive a PO number, please contact the Partnering Office before beginning any work on a project. The Partnering Office cannot guarantee payment for services provided without a completed PO. This includes phone calls and other planning activities for meetings.

The Partnering Office will review NFS's for accuracy prior to creating a PO, so please be sure to charge according to contractual stipulations. Some points to remember:

- The Partnering Consultant cannot bill reimbursement for food expenses (during the time of the workshop) if food was provided at the meeting

- Partnering Consultants must adhere to the travel policy outlined in the contract when submitting an NFS

If you encounter problems at a workshop regarding food, facility, etc., please address during the workshop. If time does not permit, please contact the Partnering Office and we will address the issue(s) with the facility and/or food vendor. It is very unlikely to have a vendor renegotiate costs when they were not provided the opportunity to correct problems at the time they occurred.

For assistance with your workshop materials, please call Ermalinda Gene or Michael Carter at 602-712-8365 or 8957.

ADOT Acronyms

AASHTO	American Association of State Highway and Transportation Officials
CCP	Communications and Community Partnerships
DBE	Disadvantaged Business Enterprise
DE	District Engineer
FHWA	Federal Highway Administration
MAG	Maricopa Association of Governments
PAG	Pima Association of Governments
CAAG	Central Arizona Association of Governments
PO	Purchase Order
NFS	Notification of Facilitator Services
SEAGO	Southeastern Arizona Association of Governments

Education and Events

Partnering Consultant Classes

Before you can begin to facilitate workshops for the Partnering Office, you must complete two classes. The mandatory classes for consultants are Introduction to Partnering and Conducting a Partnering Workshop. The next Intro class is on **May 23, 2007** at the Human Resource Development Center (HRDC) from 8:00 – 12:00 and is \$50.00 per person. The next Conducting class is **April 18 and 19, 2007** from 8:00- 4:30 and is \$200.00 per person. In addition, each consultant must attend a Partnering Construction Workshop and co-facilitate a workshop. Contact Michelle Fink at 602-712- 8224 for more information and to reserve your seat. http://www.azdot.gov/Inside_ADOT/Training/OED/map.asp

Facilitator Information

The Arizona Department of Transportation has unveiled a new electronic reference guide intended to increase state use of minority, women-owned and small business vendors. "Arizona Steps Up: A Statewide Partnership for Equity in Procurement". This is a product of the Governor's Equity in State Contracting Initiative, a partnership of the Governor's office, ADOT, and the cities of Phoenix and Tucson.

With the launch of "Arizona Steps Up," procurement offices can now turn to a single, electronic resource listing more than 2,000 businesses, all certified for participation.

"The idea is not to give preference, but to provide opportunities to these businesses, and 'Arizona Steps Up' is a great way to do this," says Lisa Wormington, ADOT Civil Rights Administrator and Governor's Executive Oversight Review Team member. System users need only enter the name of a vendor or category to generate a list of eligible businesses.

Great example of a project specific charter. Please note the use of humor and specific issues in the opening paragraph of this charter. We encourage you to use this charter as a tool in your presentations and classes.



PARTNERING CHARTER



Taking nothing for Granite, we the partners of the Kitt Peak Bridge Project Team, are committed to climbing new peaks of efficiency that were created by the slip of the slope, and we are committed to achieving astronomical accomplishments by adhering to the following goals and objectives:

- ***Build a quality project***
- ***Complete the project on time***
- ***Accident free job***
- ***Contractor and ADOT make profit***
- ***No claims***
- ***Have fun***
- ***Minimal inconvenience to public***
- ***Cooperation between Contractor and ADOT***
- ***Project is aesthetically pleasing and all involved have pride in project***
- ***Quick responses to problems/resolve problems at job site***
- ***Realistic schedules***
- ***Integrity***
- ***Clear communication***
- ***Crisis free***
- ***No adverse publicity***
- ***2% value engineering savings***
- ***Award winning project***
- ***Minimize paperwork***

Upcoming Events

56th Annual Arizona Conference on Roads & Streets

April 4, 5, and 6, 2007 in Tucson

Westin La Paloma Resort, 3800 E. Sunrise Dr, Tucson, AZ.

Website information can be accessed at www.acecaz.org

The AASHTO Spring Meeting will be held at the Ritz Carlton in Phoenix from **May 3 – 7, 2007**.

The Partnering Consultant Meeting will be held on **May 16, 2007**, from 9:00 to 3:00 at HRDC.

ADOT Partnering Facilitator's Network (APFN) meeting will be held on **May 22, 2007**, from 10:00 to 2:00 at HRDC.

Partnering Advisory Council (PAC) meeting will be on **June 13, 2007** from 9:00 – 12:00 at HRDC.

Acknowledgments

Rene Redondo, Arizona Operations Manager at Granite Construction will be retiring on May 1, 2007. Rene has been a true Partnering Champion since the establishment of the ADOT Partnering Program in 1991. He has been a member of the Partnering Advisory Committee (PAC) and the Master of Ceremonies for the last two Partnering Annual Events. The Partnering Office and many of our stakeholders wish Rene a happy retirement and will greatly miss his knowledge, expertise and sense of humor at our meetings and events.



ADOT in the News

I-10 Bypass in Tucson

The Tucson Citizen ran an article on the I-10 Bypass. CCP's Teresa Welborn covered the following points:

- This is one of numerous studies that ADOT has under way around the state.
- ADOT is seeking proposals from consultants to conduct the study.
- Those proposals were due to ADOT by Feb. 27, 2007.
- The purpose of the study is to conduct a preliminary assessment of the need and feasibility of an I-10 bypass.
- The study will identify a corridor from east of the metropolitan Tucson area to west of the metropolitan Phoenix area.
- The proposals will be evaluated by a panel that will include members from the regional planning organizations for the study area, which includes MAG, PAG, CAAG and SEAGO.
- It will take approximately one month to evaluate the proposals, estimated to be April 1, 2007.
- The study is expected to be completed by the end of the year, December 2007.

Thank you for your commitment to the Partnering Principles and to ADOT.

Partnering Consultant/Facilitator – Your feedback is important to us. *Feedback related to the Chat Sheet can be emailed to mfink@azdot.gov*